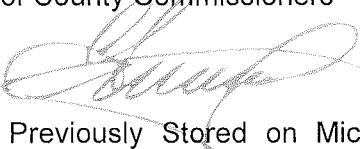


# Memorandum



**Date:** August 12, 2014

**To:** Honorable Chairwoman Rebeca Sosa  
and Members, Board of County Commissioners

**From:** Carlos A. Gimenez  
Mayor 

**Subject:** Converting Archives Previously Stored on Microfilms into a Digital Format and Archiving Future Data in a Digital Format

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The following information is provided pursuant to Resolution R-701-13, approved by the Board of County Commissioners (Board) on September 4, 2013. The resolution requested that the Administration study the feasibility of converting archives previously stored on microfilms into a digital format and archiving future data in a digital format.

In 2012, the County began the implementation of a new Enterprise Content Management System (ECM), which will store and manage the County's computerized records by enabling the indexing of information, facilitating search capabilities, automating retention and archiving policies and organizing County records in a secured digital manner. The technology has many advantages, such as providing a system of record for valuable information that is certified under Florida Statute; reducing storage, paper and mailing needs; as well as the ability to manage versions to assure the latest and correct document is being retrieved. Functions such as Accounts Payable and Tax Collector are already leveraging the technology. As we move forward with implementation, the next areas of focus will be public safety and human resources records.

In addition, departments have also been advised to: 1) stop storing their files in microfilm, and 2) request vendors to provide pricing for ECM-ready digital format storage. Although the Information Technology Department is tasked with managing the central repository for enterprise content on behalf of all County departments, the information is owned and handled by the user departments that create and conduct business using the information accordingly. Through the discovery process per department, the Information Technology Department will identify microfilm that needs conversion to digital format for storage in the new system, and gradually migrate those files and existing digital files into the new technology.

As an example, the Building Division of the Regulatory and Economic Resources Department has an estimated volume of 23,600,000 microfilm images. At a cost of \$0.02 per image, this would result in a cost of \$472,000 to store all those documents in ECM.

The Administration will provide the Board with an update once the full implementation of the ECM system has been completed.

If you have any questions or concerns, please feel free to contact Angel Petisco, Chief Information Officer/Director of the Information Technology Department, at 305-596-8455.

c: Robert A. Cuevas, Jr., County Attorney  
Office of the Mayor Senior Staff  
Angel Petisco, Chief Information Officer/Director, Information Technology Department  
Charles Anderson, Commission Auditor